

USE PERMIT APPLICATION GUIDELINES

Purpose and Necessity

Use Permit applications serve as a method of reviewing proposed uses which require special appraisal in order to determine if the uses have the potential to adversely affect other land uses, transportation, or facilities in the vicinity. The reviewing authority may require conditions of approval necessary to eliminate or minimize to an acceptable level any potential adverse effects of the use.

Preparing the Application

When you apply to the Planning Department for a Use Permit, the following must be submitted:

1. The completed application and application supplement forms. It is important to provide a complete and detailed description of the proposed use. This description will be used to evaluate the proposed use, to set conditions of approval and to determine compliance of your future activity with your Use Permit, if it is approved. The description should be based on the maximum level of operation you could anticipate at this location, as your business or activity grows. Therefore, it should include the longest hours of operation you might wish to operate, the maximum number of employees, customers, truck trips, etc.
2. One reproducible copy of the site and elevation plans and (i.e. 8 1/2" x 11", 8 1/2" x 14" or 11" x 17") showing all lot lines, all existing buildings on the property and adjacent lots, and any proposed additions to the buildings on the property. Note: One larger sized rendering may also be required for display purposes.
3. A legal description of the project site.
4. A check made payable to the City of Alameda for the appropriate application deposit.

(OVER)

Application Processing

Staff will check your application to determine if it is complete. If anything is missing you will be notified. Your application cannot be processed until it is complete. Once the application has been determined complete you will be notified in writing.

Review Procedures

The Use Permit application shall be reviewed by either the Zoning Administrator or the Planning Board under a Public Hearing. Notification to surrounding property owners, within 300 feet of the site, regarding the application shall be made prior to the Public Hearing.

Prior to approving an application for a Use Permit, the review authority shall make the following determinations:

1. The proposed use favorably relates to the goals, policies, standards and maps of the General Plan and any applicable specific plans;
2. Adequate utilities, transportation and other necessary facilities are available;
3. The site is physically suitable for the type of development and all yard setbacks, building coverage, parking and other requirements of the Zoning Ordinance have been met;
4. Issuance of the permit will not be significantly detrimental to the public health, safety, or welfare or injurious to the property or improvements of adjacent properties; and
5. The use is compatible with adjoining land uses.

Appeals

Any person may appeal the decision of the Zoning Administrator or Planning Board. Appeals must be submitted to the Planning Department within ten (10) calendar days of the Zoning Administrator or Planning Board's decision.



SUBMITTAL CHECKLIST

Address: _____

All submittal information presented to the Permit Center shall include this Application Form, all related fees, and any additional required information by the Planning and Building Department. Staff will review the application before it is accepted for submittal. the application will be not be accepted if any of the items below are not included.

Req'd if Checked <input checked="" type="checkbox"/>	<u>DESIGN REVIEW APPLICATION</u> <input type="checkbox"/> Completed Permit Application Form. <input type="checkbox"/> Letter of Approval from the Home Owners Association (if applicable). <input type="checkbox"/> Signature of Property Owner and Applicant on Page 2 of the Application Form. <input type="checkbox"/> Completed Summary Table.
<input checked="" type="checkbox"/>	<u>ALL PLANS</u> include the following: <input type="checkbox"/> Plan sheets must be no less than 11" x 17" and no greater than 24" x 36" unless prior approval is given. <input type="checkbox"/> All plans must be folded into packets with each packet containing one set of plans. The packets should be no larger than 9" x 11" in size. <u>Unfolded plans will not be accepted.</u> <input type="checkbox"/> Include north arrow, date prepared, and scale. Acceptable scales are: 1/4" = 1', 1/8" = 1'. Other scales may be acceptable, but should be discussed with Planning staff before filing. <input type="checkbox"/> Name and phone number of person preparing the plan. <input type="checkbox"/> Four Sets of plans for Design Review. (Note: For projects that require Planning Board approval an additional fifteen sets of plans will be requested when a hearing date is scheduled). <input type="checkbox"/> Approval Stamp/signature and date from Home Owner's Association (if applicable).
<input checked="" type="checkbox"/>	<u>SITE PLAN</u> include the following: <input type="checkbox"/> Location of proposed development. <input type="checkbox"/> Property lines; plans must show the distance between the face of the street curb and the front property line. <input type="checkbox"/> Location and dimensions of all existing and proposed buildings. <input type="checkbox"/> Dimensions of required and proposed front, side, and rear yards. <input type="checkbox"/> Location and dimensions of existing and proposed driveways, garages, carports, required off-street parking spaces and vehicle backup areas. <input type="checkbox"/> Location and dimension of existing and proposed private and common open space. <input type="checkbox"/> Location of all existing landscaping. Indicate any trees to be removed. Include tree circumferences of all trees. Provide species and common name of all trees. <input type="checkbox"/> Location of existing and proposed height of walls and fences. <input type="checkbox"/> Building footprints and approximate height of structures on adjacent lots (required for projects requiring a finding pursuant to AMC Section 30-5.7(k) &(l), which allows for reduced setbacks). <input type="checkbox"/> Location of drainage ways and access easements (check with the Public Works Department for public utility and access easements).

<input checked="" type="checkbox"/>	<p><u>ELEVATIONS</u> (existing and proposed on separate drawings) show all structure elevations and are fully dimensioned and prepared to an appropriate scale and include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed construction and/or alterations. <input type="checkbox"/> Direction of building elevation. <input type="checkbox"/> Location of proposed vents, gutters, downspouts, air conditioning equipment, antennas, and all rooftop mechanical equipment. <input type="checkbox"/> Location of proposed utility meters, transformers and utility boxes. <input type="checkbox"/> Details for fascia trim, windows, doors, trim, sills, railing and fencing, and final height of building. <input type="checkbox"/> Location of exterior lighting and cut sheet/details of the type of lighting fixtures.
<input checked="" type="checkbox"/>	<p><u>ROOF PLAN</u> (existing and proposed on separate drawings) shows all existing and proposed roof elements.</p>
<input checked="" type="checkbox"/>	<p><u>FLOOR PLAN:</u> (existing and proposed on separate drawings) Shows all existing and proposed construction and/or alterations and include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fully dimensioned and prepared to an appropriate scale. <input type="checkbox"/> Ceiling heights of all interior spaces. <input type="checkbox"/> Rooms labeled for use. <input type="checkbox"/> Show location of all existing and proposed windows and doors.
<input checked="" type="checkbox"/>	<p><u>WINDOW SCHEDULE</u> includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Existing and proposed window dimensions. <input type="checkbox"/> Show compliance for required egress windows for bedrooms. <input type="checkbox"/> Cut sheets/brochures of proposed windows.
<input checked="" type="checkbox"/>	<p><u>DEMOLITION PLAN</u> includes the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Identifies all elements that will be removed/replaced. <input type="checkbox"/> Written description of elements that will be removed.
<input type="checkbox"/>	<p><u>COLOR AND MATERIAL BOARD</u> include the actual samples (maximum size 11"x 17"):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exterior Cladding <input type="checkbox"/> Paint Colors <input type="checkbox"/> Roofing Material
<input type="checkbox"/>	<p><u>CROSS SECTION(S)</u> shall be through a major axis of the building(s) and at the same scale as the building elevations. Additional cross sections may be necessary in order to determine the number of stories of a building.</p>
<input type="checkbox"/>	<p><u>LANDSCAPE AND IRRIGATION PLAN</u> include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Planting list with species and common names of all materials. (Note: Drought tolerant landscaping is required.) <input type="checkbox"/> Location of all trees, shrubs, groundcover, and turf to be planted. <p>Location of non-vegetative landscape improvements, such as paving, fences, retaining walls, planters, and arbors.</p>
<input type="checkbox"/>	<p><u>PRIVACY/SHADOW STUDY</u> include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Site Plan showing building footprints of adjacent properties. <input type="checkbox"/> Front elevations of subject property and both adjoining properties. <input type="checkbox"/> Shading angles for June 22 and December 22 at 8:00 am, noon, and 4:00 pm.
<input checked="" type="checkbox"/>	<p><u>PHOTOGRAPHS</u></p>
<input type="checkbox"/>	<p><u>SITE SURVEY</u> conducted by a licensed surveyor.</p>
<input type="checkbox"/>	<p><u>PRELIMINARY TITLE REPORT:</u> must be less than 6 months old.</p>

City of Alameda
2263 Santa Clara Avenue Room 190
Alameda, CA 94501

Planning and Building Department
TEL. 510-747-6850
TTD. 510-522-7538

PLANNING PERMIT APPLICATION

Project Address: _____

Is the property subject to a Homeowners Association? ☐ Yes ☐ No Association Name: _____

Please check all applicable permits.

- | | | |
|--|--|---|
| <input type="checkbox"/> Major Design Review | <input type="checkbox"/> Use Permit * | <input type="checkbox"/> General Plan Amendment |
| <input type="checkbox"/> Minor Design Review | <input type="checkbox"/> Variance | <input type="checkbox"/> Rezoning |
| <input type="checkbox"/> HAB Certificate of Approval * | <input type="checkbox"/> Planned Development Amendment * | <input type="checkbox"/> Pre-Project Consultation |
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Other: _____ |

* Permit requires supplemental application.

Please describe the application request. (Please attach additional sheets if necessary).

NOTE: Please read terms on reverse before proceeding.

Property Owner(s): _____

Address: _____ Phone (w): _____

City: _____ State: _____ Zip: _____ Phone (h): _____

Applicant (if different than property owner): _____

Address: _____ Phone (w): _____

City: _____ State: _____ Zip: _____ Phone (h): _____

Agent (if different than applicant): _____

Address: _____ Phone (w): _____

City: _____ State: _____ Zip: _____ Phone (h): _____

To Be Completed By City Staff

Case Planner/Date: _____ Date Received: _____ APN: _____

Over the Counter? Yes ☐ No ☐ Initial _____ Received By: _____ Zoning: _____

Application #: a) _____ Amount Paid: _____ GP: _____

b) _____ Receipt #: _____

APPLICATION CERTIFICATION, AUTHORIZATION, AND AGREEMENT

PROPERTY OWNER (*Person(s) who own(s) the property*).

I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. Further, I hereby authorize City of Alameda employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

Property Owner's Signature X _____ Date _____

APPLICANT (*Person seeking the permit*).

I hereby certify that I have read this application form and that to the best of my knowledge, the information in this application and all the exhibits are complete and correct. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper to the City of Alameda.

For applications subject to a time and materials charge, I hereby agree to pay the City of Alameda all incurred costs for staff time and materials associated with review and processing of the subject project even if the application is withdrawn or not approved. I understand that one or more deposits will be required to cover the cost noted herein at such time as required by the Planning Director to ensure there are adequate funds to cover anticipated time and materials costs. I expressly acknowledge and agree that failure to pay a written invoice for additional funds within 14 days of date of invoice shall constitute the applicant's withdrawal of the application.

Applicant's Signature X _____ Date _____

AGENT (*Person representing the applicant in the permit process*).

I hereby certify that I am the designated representative of the applicant during the permit process.

Agent's Signature X _____ Date _____

Please Note

1. *If form is not completely filled out, application will be considered incomplete.*
2. *Fees are not refundable and payment in no way guarantees approval of application.*
3. *Please make checks payable to the City of Alameda.*

CITY OF ALAMEDA
PLANNING DEPARTMENT

USE PERMIT
APPLICATION SUPPLEMENT

Land Use Information

Describe the Existing Building(s) on the property: _____

Surrounding Land Uses: North _____ East _____
 South _____ West _____

Describe the Project that Requires a Use Permit:

Please describe in terms of the maximum level of operation anticipated for the proposed use.

Use Characteristics

Describe the business or operation which is proposed(include materials involved):

Hours and Days of Operation: _____ Employees: Total _____ Per Shift _____

Number of Customers Per Day: _____ Trucks Per Day: Incoming _____ Outgoing _____

Specify any hazardous materials involved in the operation (including toxic substances, flammables or explosives):

Describe any air pollutants or odors from the operation: _____

Describe the source of any light or glare from the project: _____

Describe the noise which will result from the project: _____

Describe the construction/demolition/remodeling waste which will result from the project: _____

Describe the normal solid waste/trash/recyclable materials from the operation: _____

CITY OF ALAMEDA
PLANNING DEPARTMENT

HAZARDOUS WASTE
AND
SUBSTANCE SITES LIST

Note:

PLEASE READ, SIGN AND RETURN WITH YOUR APPLICATION

Attached is a copy of the **Hazardous Waste and Substance Sites List** consolidated by the State Office of Planning and Research, pursuant to Government Code Section 65962.5. The data sources for the list include the State Water Resources Control Board (WRCB), the California Waste Management Board (CWMB), and the State Department of Health Services (DHS).

Before a local agency accepts as complete an application for any development project, the applicant shall consult the list and sign a statement indicating whether the project is located on a site which is on the list.

I, _____ have consulted the attached list.
(Name)

The development project, located at _____ ,
(Address)

_____ is not on the list. _____ is on the list.

Signature of
Applicant: _____

Date: _____

DTSC - Facility Inventory Data Base Hazardous Waste and Substance Sites List

Street No.	Street Name	City	Zip	Facility	CO	Reg By	Reg. ID
2301	Blanding	Alameda	94501	Park St. Landing	1	LTNKA	01-1703
2691	Blanding	Alameda	94501	Alpha Beta	1	LTNKA	01-0066
620	Central	Alameda	94501	Federal Center	1	LTNKA	01-1902
2100	Central	Alameda	94501	Pacific Bell	1	LTNKA	01-1135
2428	Central	Alameda	94501	Chevron	1	LTNKA	01-1845
2006	Encinal	Alameda	94501	Crystal Cleaners	1	LTNKA	01-0467
2425	Encinal	Alameda	94501	Alameda Cellars	1	LTNKA	01-0039
3126	Fernside	Alameda	94501	Chevron	1	LTNKA	01-0358
1703	Grand	Alameda	94501	Alameda Fire Station #3	1	LTNKA	01-0046
2051	Grand	Alameda	94501	Encinal Marina	1	LTNKA	01-0565
2099	Grand	Alameda	94501	Grand Marina Inc.	1	LTNKA	01-0288
18018	Hibbard	Alameda	94501	Weyerhaeuser Co.	1	LTNKA	01-0734
901	Lincoln	Alameda	94501	Alameda Cellars	1	LTNKA	01-0040
1127	Lincoln	Alameda	94501	Texaco	1	LTNKA	01-0902
2900	Main	Alameda	94501	No. Calif. Power	1	LTNKA	01-1060
1301	Marina Village	Alameda	94501	Alameda Real Estate Inves.	1	LTNKA	01-1801
2394	Mariner Square	Alameda	94501	Barnhill Construction	1	LTNKA	01-2225
2415	Mariner Square	Alameda	94501	Mariner Boat Yard	1	LTNKA	01-1695
2155	Mariner Square Loop	Alameda	94501	Fleet Industrial Supply Center	1	CALSI	01970007
2420	Mariner Square Loop	Alameda	94501	John Berry Organization	1	LTNKA	01-0824
No #	McCartney Road	Alameda	94502	Normandy Project - Tract 44	1	LTNKA	01-1
1555	Oak	Alameda	94501	Alameda Police Department	1	LTNKA	01-0051

DTSC - Facility Inventory Data Base Hazardous Waste and Substance Sites List

Street No.	Street Name	City	Zip	Facility	CO	Reg By	Reg. ID
900	Otis	Alameda	94501	Chevron	1	LTNKA	01-0388
2340	Otis	Alameda	94501	Chevron	1	LTNKA	01-0344
1260	Park	Alameda	94501	ARCO	1	LTNKA	01-0090
1541	Park	Alameda	94501	BP	1	LTNKA	01-0221
1630	Park	Alameda	94501	Good Chevrolet	1	LTNKA	01-0711
1650	Park	Alameda	94501	Winner Ford	1	LTNKA	01-2193
1701	Park	Alameda	94501	Xtra Oil Co.	1	LTNKA	01-1950
1725	Park	Alameda	94501	Exxon Regal	1	LTNKA	01-0602
1801	Park	Alameda	94501	Former Chevron - Station #9	1	LTNKA	01-2219
2301	Santa Clara	Alameda	94501	Bill Chun - Service Station	1	LTNKA	01-1063
2351	Shoreline	Alameda	94501	South Shore Car Wash	1	LTNKA	01-1417
2375	Shoreline	Alameda	94501	Texaco	1	LTNKA	01-1456
2051	Sherman	Alameda	94501	Marina Village	1	LTNKA	01-0938
2001	Versailles	Alameda	94501	King Petroleum	1	LTNKA	01-0864
1435	Webster	Alameda	94501	Jiffy Lube	1	LTNKA	01-0832
1601	Webster	Alameda	94501	Shell	1	LTNKA	01-1333
1716	Webster	Alameda	94501	BP	1	LTNKA	01-1783
1802	Webster	Alameda	94501	Chevron	1	LTNKA	01-0335
1900	Webster	Alameda	94501	Taco Bell	1	LTNKA	01-1762
1916	Webster	Alameda	94501	Alameda Housing Authority	1	LTNKA	01-0780
	616 Acres	Alameda	94501	Alameda Naval Air Station	1	CALSI	01970005